|  |  |  |  |
| --- | --- | --- | --- |
| **Center Name:** |  | | |
| **Center Address:** | |  | |
|  | |  | |
| **Center Telephone:** | | |  |

**Emergency Numbers**

**Call 911 for Emergency Assistance**

**Local Police Department:**

**Local Fire Department:**

**Local Health Department:**

**Poison Control:**

**Local DHR:**

**COVID Hotline:**

**Evacuation**

1. Use the nearest clear exit to evacuate the building during all continuous alarms.
   * Know two evacuation routes.
   * Children’s emergency contact numbers will be taken to the designated area and parents will be notified of the situation via telephone and/or text and email.
   * Medical supplies including children’s medication will be taken to the designated area.
   * A sign will be posted on or near the front door of the facility and/or on the center’s voicemail notifying parents of the children’s location.
2. Calmly walk to the outside designated area located  unless the wind is blowing smoke or other hazards in that direction. If so, assemble inside .
   * Be cautious and yield for emergency vehicles entering the property.
3. The Center Manager or designated person in charge will call 911.
   * The Center Manager or designee must have a fully charged, working cell phone.
4. The Center Manager or designated person in charge will contact the Head Start Director or designated administrative staff person to give notice of the situation.
5. In the designated area, Teachers will take a headcount to ensure that all children are present and accounted for.
   * Teachers will report the final headcount to the Center Manager or designee.
   * Names of any missing children or missing persons must be given to the Center Manager and emergency official.
6. Do not re-enter the building until you are given the “all clear” command.
   * Many times, the situation must be verified as safe, so be patient. Remember, this is for your protection.
7. DHR will be notified within 24 hours by the Center Manager or designated person in charge.

**Lockdown**

1. Secure the area
   * Lock outside doors and windows.
   * Close and secure interior doors.
   * Close any curtains or blinds.
   * Turn off the lights.
2. Keep everyone away from doors and windows.
   * Stay out of sight, preferably sitting on the floor.
3. Maintain a calm atmosphere in room the by reading or talking quietly to children.
4. Center Manager or designated person in charge will call 911 to ensure emergency personnel has been notified.
5. The Center Manager or designated person in charge will contact the Head Start Director or designated administrative staff person to give notice of the situation.
6. Remain in lockdown until situation is resolved and police or authorized personnel has given the “all clear” command.
7. Notify parents/guardians about lockdown.
8. DHR will be notified within 24 hours by the Center Manager or designated person in charge.

**Severe Weather** (Thunderstorm, Tornado, Snow Storm, Ice Storm, Hurricane, Flooding, Blizzard, Earthquake)

1. An emergency radio with extra batteries is located in .
2. The Center Manager or designated person in charge will contact the Head Start Director or designated administrative staff person to give notice of the situation.
3. If a severe weather watch is issued staff will gather children and relocate to .
   * Children will sit with their backs to the wall and heads tucked between knees during a tornado warning.
4. In the designated area, Teachers will take a headcount to ensure all children are present and accounted for.
   * Names of any missing children or missing persons must be given to the Center Manager.
   * No children are allowed to leave the Center while a severe weather watch is in effect without the legal parent or guardian.
5. Staff will keep children calm by reading books and singing songs.
6. The Center Manager or designee must have a fully charged, working cell phone.
   * If possible, parents will be notified of the situation via telephone and/or text and email.
7. When the threat has passed, staff may continue with the daily schedule.

**Lightning**

1. Get to a safe place.
   * If outside, move indoors immediately.
   * If inside, move away from windows.
   * Cover windows with shades or blinds, if available.
2. The Center Manager or designated person in charge will contact the Head Start Director or designated administrative staff person to give notice of the situation.
3. Avoid the use of telephones, electrical appliances, and plumbing as much as possible.
   * Wires and metal pipes can conduct electricity.

**Fire**

1. If heavy smoke or flames are seen or if the fire alarm is sounded staff will line children up at the nearest exit door.
   * Teachers should search their rooms and close all doors before leaving.
2. A headcount will be conducted and children will be escorted outside in a single file line.
   * Additionally, the Center Manager or designee will search all areas within the Center and ensure all occupants have been safely evacuated.
3. Children will be escorted to .
4. In the designated area, Teachers will take a headcount to ensure that all children are present and accounted for.
   * Teachers will report the final headcount to the Center Manager or designee.
   * Names of any missing children or missing persons must be given to the Center Manager.
5. The Center Manager or designated person in charge will call 911.
   * The Center Manager must have a fully charged, working cell phone.
6. The Center Manager or designated person in charge will contact the Head Start Director or designated administrative staff person to give notice of the situation.
7. Parents will be contacted via telephone and/or text and email to be made aware of the situation.
8. If the building cannot be reentered, children will be taken to .
9. If necessary, parents and emergency contacts will be contacted via telephone and/or text and email to arrange pick up for children.
10. DHR will be notified within 24 hours by the Center Manager or designee in charge.

**Carbon Monoxide Poisoning**

1. The Center Manager or designated person in charge will contact the Head Start Director or designated administrative staff person to give notice of the situation.

* Symptoms of carbon monoxide poisoning
* Sudden flu-like illness
* Dizziness, headaches, sleepiness
* Nausea or vomiting
* Fluttering or throbbing heartbeat
* Cherry-red lips, unusually pale complexion
* Unconsciousness
* If you suspect carbon monoxide poisoning
* Get the victim out and into fresh air immediately.
* Call **911** or emergency medical help at once.
* Get everyone else out.
* Open the windows.
* To prevent carbon monoxide poisoning
* Be alert for the symptoms of carbon monoxide poisoning.
* Install and maintain carbon monoxide detectors.
* Never operate internal combustion engines indoors.
* Never use a charcoal grill indoors.
* Have all fuel-burning appliances, flues, vents, and chimneys checked regularly.

**Communicable Disease**

1. **A child will not be accepted nor allowed to remain at the Center if the child has an oral temperature of 100.4 degrees or higher and another contagious symptom, such as, but not limited to, a rash or diarrhea or a sore throat.**
2. The Center Manager or designated person in charge will contact the Head Start Director or designated administrative staff person to give notice of the situation.
3. **Parents will be notified of a contagious illness by the Center Manager or designated staff person.**
4. **Other parents will be notified of a contagious illness by the Center Manager or designated staff person.**
5. **The health department will be notified within 24 hours of any communicable diseases as outlined on the communicable disease chart.**

**Infectious Disease**

1. The program will follow most recent recommendations from the Center for Disease Control (CDC), Office of Head Start (OHS), and local health departments to make an informed decision regarding service delivery, closing, cleaning and sanitation of the center.
2. Parents and staff will receive notification and be provided with updates as available.
3. Remote services will be provided to families if possible.

**Structural Damage**

1. Staff will line children up at the nearest exit door.
   * Medical supplies including children’s medication will be taken to the designated area.
   * Teachers should search their rooms and close all doors before leaving.
2. A headcount will be conducted and children will be escorted outside in a single file line.
   * Additionally, the Center Manager or designee will search all areas within the Center and ensure all occupants have been safely evacuated.
3. Children will be escorted to .
4. In the designated area, Teachers will take a headcount to ensure that all children are present and accounted for.
   * Teachers will report the final headcount to the Center Manager or designee.
   * Names of any missing children or missing persons must be given to the Center Manager.
5. The Center Manager or designated person in charge will call 911.
   * The Center Manager must have a fully charged, working cell phone.
6. The Center Manager or designated person in charge will contact the Head Start Director or designated administrative staff person to give notice of the situation.
7. Parents will be contacted via telephone and/or text and email to be made aware of the situation.
8. Do not re-enter the building until you are given the “all clear” command.
9. If the building cannot be reentered, children will be taken to .
10. If necessary, parents and emergency contacts will be contacted via telephone and/or text and email to arrange pick up for children.
11. DHR will be notified within 24 hours by the Center Manager or designee in charge.

**Loss of Water**

1. The Center Manager or designated person in charge will contact the Head Start Director or designated administrative staff person to give notice of the situation.
2. The Center Manager will immediately notify DHR of the situation.
3. Bottled water will be provided to wash hands, flush toilets and for drinking
   * A supply of bottled water is kept .
4. The Center Manager or designated person in charge will contact the water company for assistance if applicable. The telephone number is .
5. Parents will be contacted via telephone and/or text and email to be made aware of the situation.
6. If the water will not be restored within two 2 hours, parents and emergency contacts will be contacted to arrange for pick up.
7. The center will remain closed until water is restored.
8. The Center Manager will follow-up with DHR.

**Loss of Electricity**

1. The Center Manager or designated person in charge will contact the Head Start Director or designated administrative staff person to give notice of the situation.
2. The Center Manager or designated person in charge will immediately notify DHR of the situation.
3. Flashlights are kept in each classroom for emergency use.
4. Curtains and blinds will be opened to provide light.
5. The Center Manager or designated person in charge will contact the power company for assistance. The telephone number is .
6. If the Center also losses cooling/heating, see emergency plan.
7. Parents will be contacted via telephone and/or text and email to be made aware of the situation.
8. The Center Manager will decide on if the Center can operate safely.
9. If necessary, parents and emergency contacts will be contacted via telephone and/or text and email to arrange pick up.
10. The Center Manager will follow-up with DHR.

**Loss of Heating**

1. The Center Manager or designated person in charge will contact the Head Start Director or designated administrative staff person to give notice of the situation.
2. The Center Manager or designated person in charge will immediately notify DHR of the situation.
3. Children will be made comfortable by putting on coats and outer garments.
4. The Center Manager or designated person in charge will contact a HVAC company for assistance.
5. Parents will be contacted via telephone and/or text and email to be made aware of the situation.
6. If the temperature of the building drops to 65 degrees Fahrenheit or below the center will close.
7. If necessary, parents and emergency contacts will be contacted via telephone and/or text and email to arrange pick up.
8. The Center Manager will follow-up with DHR.

**Loss of Cooling**

1. The Center Manager or designated person in charge will contact the Head Start Director or designated administrative staff person to give notice of the situation.
2. The Center Manager or designated person in charge will immediately notify DHR of the situation.
3. Children will be made comfortable by removing excess clothing and opening windows.
4. The Center Manager or designated person in charge will contact a HVAC company for assistance.
5. Parents will be contacted via telephone and/or text and email to be made aware of the situation.
6. If the temperature of the building rises to 85 degrees Fahrenheit or above the center will close.
7. If necessary, parents and emergency contacts will be contacted via telephone and/or text and email to arrange pick up.
8. The Center Manager will follow-up with DHR.

**Extreme Heat**

*Note: Children may not adapt to extremes of temperature as effectively as adults because they produce more heat (relatively) than adults when exercising and have a lower sweating capacity.*

1. Follow local weather advisor regarding outdoor play.
2. Ensure everyone drinks plenty of water.
3. If loss of air-conditioning occurs, follow emergency plan for loss of cooling.

**Missing Child**

1. Teacher will immediately notify the Center Manager of any missing child.
2. The Center Manager or designated person in charge will contact the Head Start Director or designated administrative staff person to give notice of the situation.
3. Teacher will write down a description of what the child was wearing.
4. All surrounding areas will be checked immediately.
5. If child is not located, the Center Manager or designated person in charge will call 911.
6. The Center Manager or designated person in charge will contact the child’s parent(s).
7. DHR will be notified within 24 hours by the Center Manager or designee in charge.

**Death of a Child**

If a child appears unresponsive:

1. Call for assistance from the Center Manager or another staff person.
2. Remove all children away from the child.
3. Do not move the child.
4. Call 911 or emergency personnel.
5. The Center Manager or designated person in charge will contact the Head Start Director or designated administrative staff person to give notice of the situation.
6. Contact parents and tell them only that the child is being transported to the hospital.
7. DHR will be notified within 24 hours by the Center Manager or designee in charge.

**Serious Injury**

1. Remove all children away from the injured child.
2. Do not move the child.
3. Provide first aid as trained in an approved First Aid training course until emergency personnel arrives.
   * First Aid Kits are located in each classroom, kitchen, and Center Manager office.
   * A First Aid backpack is carried by Teachers when away from the classroom.
4. Call for assistance as needed.
5. If necessary, Call 911 or emergency personnel.
6. The Center Manager or designated person in charge will contact the Head Start Director or designated administrative staff person to give notice of the situation.
7. Contact parents and tell them only that the child has been injured and is being transported to the hospital.
8. Take the child’s emergency medical information form(s) with you to the hospital and remain with the child until a parent arrives.
9. DHR will be notified within 24 hours by the Center Manager or designee in charge.

**Bomb Threat**

1. Check caller ID if available.
2. Signal to another staff member to call 911, if able. (Write “BOMB threat” on a piece of paper, along with phone number on which call was received.)
3. **Before you hang up**, get as much information from the caller as possible.

* **Ask caller:**
* Where is the bomb?
* When is it going to explode?
* What will cause the bomb to explode?
* What does the bomb look like?
* What kind of bomb is it?
* Why did you place the bomb?
* **Note the following:**
* Exact time of the call
* Exact words of the caller
* Caller’s voice characteristics (tone, male/female, young/old, etc.)
* Background noise
* Do not touch any suspicious packages or objects
* Avoid running or anything that would cause vibrations in building. Avoid the use of cell phones and 2-way radio

1. The Center Manager or designated person in charge will contact the Head Start Director or designated administrative staff person to give notice of the situation.
2. Confer with police regarding evacuation. If evacuation is required, follow evacuationprocedures.

**Chemical Exposure**

1. If an emergency is widespread, monitor local radio for information and emergency instructions.
2. Prepare to stay in placeor evacuate.
3. The Center Manager or designated person in charge will contact the Head Start Director or designated administrative staff person to give notice of the situation.
4. If you are currently inside, stay inside (unless directed otherwise).
5. If exposed to chemical outside:

* Remove outer clothing, place in a plastic bag, and seal (Be sure to tell emergency responders about bag so it can be removed).
* Take shelter indoors.
* If running water/shower is available, wash in cool to warm water with plenty of soap and water.
* Flush eyes with plenty of water.

**Dangerous Person**

1. If a person at or near your center is making children or staff uncomfortable, monitor the situation carefully, communicate with other staff, and be ready to put your plan into action.
2. Immediately let staff know of a dangerous or potentially dangerous person*.*
3. Initiate **lockdown**. (See lockdown procedures)
4. Call 911 from a safe place.

* **If the person is in the building:**
* Try to isolate the person from children and staff.
* Do not try to physically restrain or block the person.
* Remain calm and polite; avoid direct confrontation.
* **If children are outside:**
* And a dangerous person is outside: Quickly gather children and return to classrooms and initiate lockdown procedures.
* If it is not safe to return to the classrooms, evacuate to the designated evacuation area.
* And a dangerous person is in the building: Quickly gather children and evacuate to the designated evacuation area.
* **If children are inside:**
* Keep children in classrooms and initiate lockdown**.**

1. The Center Manager or designated person in charge will contact the Head Start Director or designated administrative staff person to give notice of the situation.

**Notes:**

* When returning from the designated emergency area, safety precautions should be used and follow the standard pick up procedures.
* This plan is reviewed annually for necessary updates.